



Instructions for Completing the Assessment Form— Baseline Data Submittal

OMB No. 2050-0139
Expiration Date: July 31, 2007

If you joined WasteWise after January 1, 2005, please submit baseline data to WasteWise within two months of registering

The WasteWise Assessment Form serves two purposes:

- 1 **New partners can submit baseline data (within 2 months of registering).**
- 2 Existing partners can report their annual waste reduction efforts.

For those without Internet access, please fax to (703) 934-3183 or send a hard copy to EPA WasteWise, c/o ICF International, 9300 Lee Highway, Fairfax, VA 22031.

Who Submits Baseline Data?

EPA asks new WasteWise partners to submit baseline waste reduction data, allowing WasteWise to more accurately track your progress and facilitate your waste reduction efforts. This baseline report is due to WasteWise within two months after joining the program.

Why Submit Baseline Data?

A systematic review of your facility and operations (also referred to as a waste assessment or waste audit) can provide your organization with a much greater understanding of the types and amounts of waste generated. By establishing this baseline and reporting it to WasteWise, you will not only be equipped to measure future progress of your waste reduction efforts, but also be able to effectively focus on reduction areas.

By obtaining this baseline data, WasteWise will be able to help you identify new opportunities for cost savings and waste reduction, as well as assess your achievements resulting from your participation in WasteWise.

How Do I Fill Out This Form?

Section I: Participant Information

- Please provide your current contact information, including the number and location of the facilities contributing data and the current number of employees. WasteWise uses the number of employees to normalize reported waste reduction data (per capita data). The normalization process helps the program understand changes in reported data and the link to your waste reduction efforts.

Section II: Current Waste Reduction Activities

- **This Report Covers Data Measured From...To...**—WasteWise suggests measuring waste generation for one week, one month, or any other period that you choose.
- **Total Amount of Municipal Solid Waste Disposed of During Reporting Period**—This figure should include only waste sent to the landfill/incinerator; your organization's recycling figures will be entered elsewhere. Please make sure that these data correspond to the period of time discussed above. WasteWise will accept either tons or pounds, please designate which unit you use.
- **This Data is Baseline Data/Annual Data**—Be sure to check off the appropriate box.

WASTE PREVENTION TABLE—Current Activities + Future Goals

Note: If you submit a hard copy of this form, you might need to make a photocopy of this section to report all of the waste prevention activities conducted as part of your WasteWise-related efforts.

- **Product/Material**—Enter the product and/or material that you reduced or reused (e.g., bottles-PET, cans-aluminum, tires-rubber).
- **Description of Waste Prevention Activity**—Describe how you reduced or reused the product/material (e.g., closed-loop toner cartridge reuse program, manufacturing process improvement). Provide any explanation about the data here or in the Comments section of the form.
- **Amount Prevented**—Enter the weight of the material prevented. WasteWise will accept either tons or pounds, please designate which unit you use.
- **Goals for Upcoming Year**—Enter a goal (related to the product/material) that you would like to work towards in the next year. If you prefer not to focus the upcoming year's efforts on a current product/material, simply enter "N/A" on the corresponding line. To set a goal for a product/material that you have not previously focused on, enter the new product/material, enter "N/A" in both the **Description of Waste Prevention Activity** and **Amount Prevented** columns, and then enter your goal in the final column.

RECYCLING TABLE—Current Activities + Future Goals

Note: If you submit a hard copy of this form, you might need to make a photocopy of this section to report all of your recycling activities conducted as part of your WasteWise-related efforts.

- **Product/Material**—Enter the product and/or material that you recycled (e.g., magazines-coated paper, boxes-corrugated, silverware-plastic).
- **Description of Recycling Activity**—Provide any necessary description (e.g., sent yard trimmings off site for composting, employee file cleanup day collection).
- **Amount Recycled**—Enter the weight of the material recycled. WasteWise will accept either tons or pounds, please designate which unit you use. Provide any explanation about the data here or in the **Comments** section of the form.
- **Goals for Upcoming Year**—Enter a goal (related to the product/material) that you would like to work towards in the next year. If you prefer not to focus the upcoming year's efforts on a current product/material, simply enter "N/A" on the corresponding line. To set a goal for a product/material that you have not previously focused on, enter the new product/material, enter "N/A" in both the Description of Recycling Activity and Amount Recycled columns, and then enter your goal in the final column.

Section III: Cost Savings/Revenue

- **Total Waste Prevention Revenue**—If possible, provide data on the revenue generated through waste prevention efforts (e.g., money earned from selling old office equipment or computers).
- **Total Recycling Revenue**—If possible, provide data on the revenue generated through recycling efforts (e.g., money earned from selling recyclables such as cans or bottles).
- **Total Avoided Purchasing Costs due to Waste Prevention**—If possible, provide data on cost savings achieved by implementing waste prevention activities.

[avoided purchasing costs (\$) = quantity prevented (units) x cost per unit (\$/unit)]

- **Total Avoided Disposal Costs due to Recycling and Waste Prevention**—If possible, provide data on cost savings achieved by avoiding disposal.

[avoided disposal costs (\$) = {quantity recycled (lbs) x disposal costs (\$/lb)} + {quantity prevented (lbs) x disposal costs (\$/lb)}]

Section IV: Buy/Manufacture Recycled Products

- **Product/Material**—Enter the product and/or material containing recycled content that your organization purchased or manufactured (e.g., carpet-recycled PET, grocery bags-paper, shingles-asphalt).
- **Current Recycled Content Percent**—Enter the current recycled content percentage of the product. If this figure is a range, please provide an average.
- **Previous Recycled Content Percent**—If your company previously purchased or manufactured this same product, enter the previous recycled content percentage. If this figure is a range, please provide an average.
- **Current Units Purchased or Manufactured**—Enter the number of units purchased or manufactured throughout the year (e.g., number of boxes, drums, cubic feet, reams, cartons, gaylords, semi-tractor loads). *Please note whether it was purchased or manufactured.*

Section V: Comments

- Provide WasteWise with any additional information that you would like to share (e.g., awards received, other environmental activities, any changes in the organization that would affect waste reduction efforts).

Options for Submitting Your Form:

1 Email to:
<WasteWise@icfi.com >

2 Mail to:
EPA WasteWise
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031

3 Fax to:
WasteWise
c/o ICF International
(703) 934-3183

**If you have any comments or suggestions about the WasteWise program,
please include them with your WasteWise Assessment Form,
call the WasteWise Helpline at (800) EPA-WISE (372-9473), or e-mail <WasteWise@icfi.com>.**

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The public reporting and recordkeeping burden for this collection of information is estimated to average 40 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.